



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

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Los Angeles, CA 90071

RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

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November 8, 2011

To: Audit Committee

From: Richard Sanchez
Chief Information Officer

A handwritten signature in black ink, appearing to read "Rich Sanchez", is written over the printed name and title.

UPDATE TO POLICY 6.020 – CHIEF INFORMATION OFFICE BOARD LETTER APPROVAL AND PROPOSED POLICY 6.200 – INFORMATION SHARING AND MANAGEMENT

On February 8, 2011, on motion by Supervisor Knabe, the Board of Supervisors directed the Chief Information Officer (CIO) and Chief Executive Officer (CEO) to report back with recommendations to facilitate and formalize data sharing opportunities and requirements for all future enterprise-wide Information Technology (IT) projects.

On March 24, 2011, the CEO and CIO submitted a report back with the following recommendations:

- Define and incorporate information sharing practices into CIO processes, including CIO Analysis, the County's IT Business Automation Planning (BAP) process, and departmental IT oversight;
- Prepare and submit a Board policy to establish a Countywide Information Management Program; and
- Establish an Information Sharing Advisory Committee comprised of stakeholder departments to develop a County Information Management Strategic Plan.

Attached for Audit Committee review and approval are:

- A. An updated CIO Analysis to incorporate information sharing and security requirements, which requires an update to *Board Policy 6.020 – Chief Information Office Board Letter Approval*.
- B. A proposed *Board Policy 6.200 – Information Sharing and Management* to establish an Information Management Program.

If you have any questions or need additional information, please contact Peter Loo, Sr. Associate CIO, at 213-253-5627 or via E-mail at ploo@cio.lacounty.gov.

RS:PKL:pg

Attachments



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.020	Chief Information Office Board Letter Approval	06/03/97

PURPOSE

To achieve maximum integration and efficiency in the implementation of information management systems. County departments have initiated or modified information management systems to increase efficiency within their operations and to improve or expand service delivery to the public. It is therefore, essential for the Chief Information Officer to review all requests from County departments for the purpose of ensuring continuity Countywide.

REFERENCE

June 3, 1997 Board Order, [Synopsis 104](#)

June 5, 1997 Chief Administrative Memorandum, "[Review of Automation-Related Board Letter by Chief Information Officer](#)"

June 24, 1997 Chief Administrative Officer and Chief Information Officer Joint Signature Memorandum, "[Chief Information Officer Review](#) of Automation/Communications-Related Acquisitions and Services"

April 1, 1999 Chief Information Officer Memorandum "[Procedure for Chief Information Officer Review of Board Letters](#)"

May 13, 2003 [Board Order 35](#)

[November 17, 2011 Chief Information Officer update to the "CIO Analysis"](#)

POLICY

The Chief Information Officer, prior to placement on the Board Agenda, must review all requests concerning the approval of actions related to the design, acquisition, expansion, or purchase of automated systems.

In addition, the June 24, 1997 memo expanded the existing policy to require department heads to also obtain Chief Information Officer review and approval on all purchases or consultant agreements for computer-based or telecommunications related software, equipment or services prior to finalizing such acquisitions or agreements.

RESPONSIBLE DEPARTMENT

Chief Information Office

DATE ISSUED/SUNSET DATE

Issue Date: June 3, 1997

Review Date: November 15, 2001

Review Date: July 22, 2004

Review Date: November 14, 2008

Sunset Review Date: June 3, 2001

Sunset Review Date: September 17, 2003

Sunset Review Date: December 31, 2008

Sunset Review Date: December 31, 2012



Chief Information Office CIO Analysis

NUMBER: CA xx-xx	DATE: Enter a date.
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SUBJECT: Board Letter Subject/Title	
RECOMMENDATION: <input type="checkbox"/> Approve <input type="checkbox"/> Approve with modification <input type="checkbox"/> Disapprove	
CONTRACT TYPE: <input type="checkbox"/> New contract <input type="checkbox"/> Sole Source <input type="checkbox"/> Amendment to Contract #: Enter contract #. <input type="checkbox"/> Other: Describe contract type.	
CONTRACT COMPONENTS: <input type="checkbox"/> Software <input type="checkbox"/> Hardware <input type="checkbox"/> Telecommunications <input type="checkbox"/> Professional Services	
SUMMARY: Department executive sponsor: <u>Click here to enter text.</u> Description: Click here to enter text. Contract amount: Enter contract amount. Funding source: Enter funding source. <input type="checkbox"/> Legislative or regulatory mandate <input type="checkbox"/> Subvened/Grant funded: Enter %	

<i>Strategic and business analysis</i>	PROJECT GOALS AND OBJECTIVES: Has a project charter been established and a business justification made? Are project goals and objectives clearly described? Are they reasonable?
	BUSINESS DRIVERS: Have business drivers been clearly defined and communicated? Are they reasonable?
	PROJECT ORGANIZATION: Are project sponsors identified and is project governance established?
	PERFORMANCE METRICS: Describe how project success will be determined.
	STRATEGIC AND BUSINESS ALIGNMENT: Describe alignment with business objectives and CIO Strategic Directions.
	PROJECT APPROACH: COTS vs. custom developed. Phased vs. big bang implementation.
	ALTERNATIVES ANALYZED: Click here to enter text.

Technical Analysis	<p>ANALYSIS OF PROPOSED IT SOLUTION:</p> <p>Provide analysis of proposed IT solution in terms of alignment with CIO Strategic Directions, as well as programmatic considerations, e.g. information security, information sharing opportunities, consideration for strategic sourcing, etc.</p>																				
Financial analysis	<p>BUDGET:</p> <p>One-time costs</p> <table data-bbox="503 441 1120 630"> <tr> <td>Hardware</td> <td>\$ Enter amount.</td> </tr> <tr> <td>Software.....</td> <td>\$ Enter amount.</td> </tr> <tr> <td>Services</td> <td>\$ Enter amount.</td> </tr> <tr> <td>County staff.....</td> <td>\$ Enter amount.</td> </tr> <tr> <td>Total one-time Costs:</td> <td>\$ Enter amount.</td> </tr> </table> <p>Ongoing annual costs:</p> <table data-bbox="503 693 1120 882"> <tr> <td>Hardware</td> <td>\$ Enter amount.</td> </tr> <tr> <td>Software.....</td> <td>\$ Enter amount.</td> </tr> <tr> <td>Services</td> <td>\$ Enter amount.</td> </tr> <tr> <td>County staff.....</td> <td>\$ Enter amount.</td> </tr> <tr> <td>Annual ongoing costs:</td> <td>\$ Enter amount.</td> </tr> </table> <p>Describe assumptions and financing methods, as applicable.</p>	Hardware	\$ Enter amount.	Software.....	\$ Enter amount.	Services	\$ Enter amount.	County staff.....	\$ Enter amount.	Total one-time Costs:	\$ Enter amount.	Hardware	\$ Enter amount.	Software.....	\$ Enter amount.	Services	\$ Enter amount.	County staff.....	\$ Enter amount.	Annual ongoing costs:	\$ Enter amount.
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Software.....	\$ Enter amount.																				
Services	\$ Enter amount.																				
County staff.....	\$ Enter amount.																				
Annual ongoing costs:	\$ Enter amount.																				
Risk analysis	<p>RISK MITIGATION:</p> <p>1. Describe risk in terms of probability, impact and mitigation measure(s).</p>																				
CIO Approval	<p>PREPARED BY:</p> <table data-bbox="446 1260 1404 1333"> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Name, Sr. Associate CIO</td> <td>Date</td> </tr> </table> <p>APPROVED:</p> <table data-bbox="446 1501 1404 1564"> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Richard Sanchez, County CIO</td> <td>Date</td> </tr> </table>	_____	_____	Name, Sr. Associate CIO	Date	_____	_____	Richard Sanchez, County CIO	Date												
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Richard Sanchez, County CIO	Date																				

Please contact the Office of the CIO (213-253-5600 or info@cio.lacounty.gov) for questions concerning this CIO Analysis. This document is also available online at <http://ciointranet.lacounty.gov/>



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.200	Information Sharing and Management Policy	00/00/00

PURPOSE

To establish a County Information Management Program supported by countywide policies to facilitate information sharing, improve coordination and delivery of services, and ensure the effective use of information technology and data-related assets.

REFERENCE

Board Meeting of February 8, 2011 – [Item 2](#)

Board of Supervisors [Policy No. 6.100](#) – Information Technology and Security Policy.

Board of Supervisors [Policy No. 7.100](#) – Identity Theft Prevention Program

Board of Supervisors [Policy No. 3.040](#) – General Records Retention and Protection of Records Containing Personal and Confidential Information

[Health Insurance Portability and Accountability Act \(HIPAA\) of 1996](#)

[Health Information Technology for Economic and Clinical Health \(HITECH\) Act of 2009](#)

[Amended sections 114 and 315](#) of the Fair and Accurate Credit Transactions (FACT) Act of 2003

POLICY

There is a growing demand for the sharing and exchange of information across County programs, departments, and service clusters within established County privacy and security policies and standards in accordance with, but not limited to the Countywide Information Security Program [Policy No. 6.100](#). The Office of the CIO (CIO) will establish a County Information Management Program that will collaboratively work with County stakeholders to:

- Develop and adopt an Information Management Framework to facilitate the development and adoption of a County Information Architecture, data standards, practices and technologies.
- Develop and implement a governance process for data stewardship and managing

the quality of County enterprise data.

- Provide advice to departments, agencies and or commissions of the requirement to utilize the Information Management Framework.
- Oversee and ensure the adoption of approved data standards and technologies.
- Ensure alignment with the Countywide Information Security Program.

The County Information Management Program will establish County data standards and technologies to which departments shall adhere. Departments, at their discretion, may enhance the County data standards by defining additional data standards based on their business requirements.

RESPONSIBILITIES

Departments, Agencies and Commissions

Department heads are responsible for ensuring appropriate information technology (I/T) use within their department.

Chief Data Officer, Office of the Chief Information Officer

The Chief Data Officer reports to the Chief Information Officer (CIO) and is responsible for the Information Management Program for the County. Responsibilities include:

- Collaborating with the County's various information sharing projects and initiatives to create an Information Management Strategy and to create data standards that facilitate countywide information sharing and management.
- Collaborating with the Chief Information Security Officer (CISO) to ensure compliance with County privacy and security policies and standards, and alignment with the County Information Security Program and County Information Security Strategic Plan.
- Work with the CIO Leadership Committee and CIO Council to:
 - Develop an end-to-end approach for information management from intelligent data capture, to master data management and data quality management.
 - Adopt a strategic approach to data governance, as well as develop and implement data sharing policies and standards.
 - Identify opportunities to reduce information sharing project and operating costs using adopted data sharing and exchange standards, practices and technologies.
- Evaluating, designing and implementing common technologies and information management best practices that maximize County investments and reduce project and operating costs.

Department Information Technology Management/CIO

Department I/T management shall be responsible for organizational adherence to countywide technology and information management policies. Where appropriate, Department I/T manager or Chief Information Officer, will designate an individual(s) who will work collaboratively with the County Data Officer to develop and implement data standards, practices and technologies.

Policy Exceptions

Requests for exceptions to this Board policy shall be reviewed and approved by the CIO and CISO with notification to the Board of Supervisors. Departments requesting exceptions shall document and submit their requests to the CIO. The request should specifically state the scope of the exception along with the justification for granting the exception, the potential impact(s) and risk(s) granting the exception, costs and timeframes for complying with the policies set forth herein. The CIO shall review such requests, confer with the requesting department. CIO will notify Board of any and all exemptions granted for this policy.

RESPONSIBLE DEPARTMENT

Office of the Chief Information Officer (CIO).

DATE ISSUED/SUNSET DATE

Issue Date: December 1, 2011

Sunset Date: November 31, 2016